



## Project ENRICH - Second Year Comprehensive Plan

Enriching the Lives of Infants, Toddlers, and Youth, Specifically Those with Disabilities

Year 2 - October 1, 2004 – September 30, 2005

Submitted by Laurie Bedford ESA 6 & 7

**Goal #1:** Create a system for coordinating and enriching the professional development of school personnel, early intervention providers, mentors, volunteers, parents, and others connected with the life and learning of children and young adults with disabilities.

**Strategy #1:** Provide technical assistance to support ongoing and newly identified professional development needs within and across districts within ESA Regions 6, & 7 as they relate to the academic achievement of students with disabilities.

Correlate	Intended Audience	Person(s) Responsible	Objective	Actions	Timeline	Resources/ Budget	Documentation
D.	ENRICH Staff	All ENRICH Staff/ESA Advisory Team Ad Hoc committees (June Preszler)	Develop a publication outlining instructional practices that are effective for meeting the needs of students with disabilities.	1. Presentation of findings by individual staff members and/or external experts  2. Discussion of findings and potential impact on project  3. Adoption of specific philosophies by consensus of project staff  4. Development of a publication effective strategies, programs, methods, etc.	11-19-04          12-15-04	Commercial Resources  Staff time	Research documents  Meeting minutes  SBR checklist  Reflective data
A, B, C, D, E	Administrators within ESA 6, and 7	ENRICH Project Coordinators  School Personnel  ESA Staff	Investigate specific professional development needs within individual districts as they relate to the SIP and the needs assessment	1. Meet with administrators of each school district  2. Disseminate ENRICH & SBR information  3. Identify specific needs as articulated in data retreats & school improvement plans	12-1-04          	Staff time/travel./ per diem  Commercial Resources	Formal & Informal Dialogue  Reflective data Needs Assessment School Improvement Plans



D.	Admin-istrators within ESA 6 and 7	ENRICH Project Coordinators  School Personnel  ESA Staff	Provide support and coordination for similar professional development activities/ needs across districts as they relate to the academic achievement of students with disabilities	1. Assess current and potential activities/ needs  2. Facilitate dialogue among districts with common activities/needs  3. Coordinate scheduling for common activities, workshops, in-service project, etc.	12-1-04 & Ongoing  ↓	Staff time/ travel/ per diem  DDN/VTEL time	Formal & informal dialogue  Reflective data  In-service schedules
A, B, C, D.	Admin-istrators ESA 6 and 7	ENRICH Project Coordinators  ESA Staff  TIE Consultants	Facilitate coordination and procurement of professional development services as they relate to students with disabilities which are outside the scope of Project ENRICH	1. Provide information about available workshops/pd resources  2. Facilitate the procurement of workshop/training resources  3. Disseminate information if appropriate	10-15-04 & Ongoing  ↓	Staff time/ travel	Formal & informal dialogue  Reflective data  In-service schedules
A, B, C, D, E	ENRICH Staff	ENRICH Project Coordinators	Build the capacity of the ENRICH staff to promote and support the improved academic achievement of students with disabilities and provide technical assistance to articulated audience	1. Identify individual needs  2. Meet individual professional development needs through print, electronic, and traditional mechanisms  3. Share individual expertise among staff  4. Train others and use the new knowledge and skills to build capacity in others.	10-1-04 & ongoing  ↓	Staff time Print & electronic resources  Tuition, registration  Travel/ per diem	Formal & informal dialogue  Meeting Minutes  Meeting Agendas  Conference/workshop artifacts



**Strategy #2:** Develop and implement direct professional development events which provide introductory information about instructional strategies most effective for diverse learners, particularly those with disabilities and build support and awareness for continuing ENRICH activities.

Correlate	Intended Audience	Person(s) Responsible	Objective	Actions	Timeline	Resources/Budget	Documentation
A, B, C	Educators within ESA 6, and 7 Paraprofessionals Parents Administrators	ENRICH Project Coordinators  ENRICH Coaches  TIE internal/external consultants  TIE tech staff	Develop workshop content and materials which provide SBR informational and introductory information   College credit	1. Determine Potential presenter(s)  2. Determine appropriate delivery mechanism(s)  3. Design and Develop workshop  4. Determine potential for frequency  5. Determine potential for intensity  6. Prepare materials	11-15-04  12-1-04  12-15-04  ↓	Commercial Materials \$1000  Content Expert Fees \$1000  Web Development 4 days @ \$180 per day=\$540  Staff time/travel	Course syllabus  Presenter outline  Participant materials  Instructor contract
A, B, C	Educators within ESA 6, and 7 Paraprofessionals Parents Administrators	ENRICH Project Coordinators  Course Instructors  ENRICH Coaches	Pilot workshop as professional development opportunities to individual/groups of schools with priority given to schools/districts identified in need of improvement in the subgroup students with disabilities.	1. Determine appropriate/potential participants  2. Market to potential participants  3. Execute events	1-15-05 & Continuing  ↓	Instructor Fees  Materials  DDN/VEL time  Staff time/travel  Web services	Marketing materials (web, print, etc)  Participant lists  Event agendas  Attendance data  Meeting minutes  Course artifacts  Course surveys



A, B, C	Educators within ESA 6 and 7	ENRICH Project Coordinators  ENRICH Coaches  Course Instructors  Partner Project Staff (AIMS, Every Teacher, etc.)	Implement workshop as follow up to or embedded within professional development opportunities with Priority given to math and reading educators representing all ESA Districts	1. Communicate with Partner Projects  2.Coordinate follow up activities  3.Market opportunities  4.Solicit participant registration  5.Execute events	1-15-05 & Continuing  ↓	Instructor Fees  Materials  DDN/VTEL time  Staff time/ travel	Meeting Minutes  Marketing materials (web, print, etc)  Participant lists  Event agendas  Attendance data  Course artifacts  Course surveys
A, B, C, D	Educators within ESA 6 and 7	ENRICH coaches  ENRICH Project Coordinators  ESA Staff	Provide workshop follow up activities.	1.Pair coaches with ENRICH participants  2. Schedule coaching activities  3. Implement coaching activities	3-1-05 & Continuing  ↓	Staff time/travel  Materials	Coaching schedules  Participant data  Coaching artifacts  Formal & informal dialogue  Reflective data
D	Educators & admin. within ESA 6, and 7  ENRICH staff  DOE	ENRICH Project Coordinators	Develop a system to assess and monitor the effectiveness of the instructional events and the ongoing needs of the schools in the district	1. Collect event surveys  2.Engage in informal & formal dialogue with participants  3.Engage in informal & formal dialogue with administrators  4.Consider evolving data sources	1-15-05 and continuing  ↓	Staff time/ travel	Survey data  Data sources  Reflective data  Formal & informal dialogue  Assessment artifacts



**Goal #2:** Improve the learning opportunities and achievement of children with disabilities

**Strategy #1:** Develop and initiate implementation of a comprehensive professional development system which includes a comprehensive instructional event and follow up support.

Correlate	Intended Audience	Person(s) Responsible	Objective	Actions	Timeline	Budget/ Resources	Documentation
A, B, C	Educators in ESA 6 & 7	ENRICH Project Coordinators  TIE Internal/External consultants,	Develop a comprehensive instructional event which will complement and expand upon introductory and informational events previously implemented	1.Determine course content 2. Design course 3. Determine appropriate delivery mechanism 4.Determine appropriate intensity 5.Develop Course 6. Determine appropriate frequency 7.Schedule event(s)	1-15-05 2-1-05 2-1-05 2-1-05 3-15-05 2-1-05 2-1-05	Staff time  Commercial materials  Printing/ duplicating	Meeting minutes  Course syllabus  Presenter outline  Participant materials  Instructor contract  Reflective Data
A, B, C	Educators in ESA 6 & 7	ENRICH Project Coordinators  Project Partner staff (Every Teacher, AIMS)  TIE Internal/ External consultants  Instructors	Deliver a comprehensive instructional event which will complement and expand upon introductory and informational events previously implemented.	1.Secure delivery resources 2.Contract with instructor(s) 3.Develop marketing materials 4.Determine appropriate/ potential participants 5.Market to potential participants 6. Execute event(s)  Note: Additional comprehensive events will be delivered in subsequent years	2-1-05    ↓ 3-1-05 7-30-05	Print Marketing materials  Web Marketing  Course Infrastructure  Instructor(s)  Staff time Travel/per diem  Commercial Materials  Participant Materials	Marketing materials  Workshop agenda  Survey Data  Reflective Data  Formal & informal dialogue  Participant lists/data  Workshop Artifacts



A, B, C, D	Educators in ESA 6 & 7	ENRICH Project Coordinators	Determine appropriate follow up activities	1.Initiate planning for follow up events	5-1-05	Staff time  Printing/duplicating	Meeting minutes
		Partner project staff (Every Teacher, AIMS)		2.Provide comprehensive course participants with information on follow up events	7-30-05		Informal & formal dialogue
				Note: These activities will continue into Project Year 3			Informational materials  Reflective Data

**Strategy #2:** Coordinate and collaborate with the Primary Service Provider Model Institutes through follow up events and participant support. For Birth to Three Service Providers.

Correlate	Intended Audience	Person(s) Responsible	Objective	Actions	Timeline	Resources/Budget	Documentation
E.	Participants of PSP Summer Institute	B-3 Facilitator, ENRICH  Project Coordinators  Group Facilitator  B-3 Regional Service Coordinators	Develop a structure and content for follow up events consistent with the primary service provider model	1. Identify a group facilitator to collaborate with the B-3 Facilitator  2. Identify ongoing needs of participants  3. Develop content/topic areas for discussion  4. Develop web infrastructure using bulletin board software  5. Schedule events  6. Invite participants	10-15-04  10-15-04  10-30-04  ↓	Survey development/ Mailing  Print marketing materials  Group Facilitators  Staff time/ travel/ per diem	Meeting minutes  Formal & Informal Dialogue  Survey data  Marketing materials  Participant lists/data
E.	Participants of PSP Summer Institute	B-3 Facilitator  ENRICH Project Coordinators	Deliver follow up to Summer PSP Model Institute	Execute events	12-15-04	Staff time/ Travel/per diem  Group Facilitator	Survey data  Formal & Informal Dialogue  Reflective Data



		B-3 Regional Service Coordinators  Group Facilitators					Attendance records  Agenda
E.	Early Intervention Providers in ESA 6 & 7	ENRICH Project Coordinators	Provide support for Winter Institute Participants with priority given to Special Ed directors and Service Coordinators who did not attend the summer institute	1.Invite Special Ed Directors and Service Coordinators to participate  2.Solicit applications for additional attendees	11-30-04  12-30-04	Staff time/ Travel  Participant Tuition/stipends	Participant applications  Participant list/data  Attendance records  Reflective Data  Formal & Informal Dialogue
E	Participants of PSP Winter Institute	B-3 Facilitator,  ENRICH Project Directors  B-3 Regional Service Coordinators  Group Facilitator	Deliver follow up to Winter PSP Model Institute	1.Identify ongoing needs of participants  2.Modify content  3.Develop structure including delivery mechanisms  4.Determine location(s)  5.Secure facilities  6.Schedule events  7.Invite participants  8.Execute events	2-1-05  2-25-05  ↓  3-30-05	Staff time/ travel/per diem  Project Director Time  Group Facilitator	Survey data  Formal & Informal Dialogue  Reflective Data  Attendance records  Agenda

**Strategy #3: Coordinate communication and information dissemination among parents of students with disabilities with the intent of inclusion within planning & delivery of ENRICH services and programs.**

Correlate	Intended Audience	Person(s) Responsible	Objective	Actions	Timeline	Resources/ Budget	Documentation
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A, B , C	Parents of students with disabilities	ENRICH staff	Invite parent participation on Advisory teams and ad hoc committees	1. Identify potential participants 2, Invite potential participants	10-15-04	Staff time Participant Per Diem	Meeting minutes Reflective data Formal & informal dialogue
A.\, B, C	Parents of students with disabilities	ENRICH staff PRN Staff Parent Connection Staff	Coordinate and Collaborate within current and ongoing activities associated with parent involvement projects	1. Meet with staff members 2. Coordinate Scheduling 3. Develop content for presentations 4. Deliver parent presentations	11-15-04  1-15-05 1-30-05	Staff time/ travel Participant materials	Reflective data Formal & informal dialogue Participant surveys

**Goal #3:** Increase meaningful collaboration and linkages with other state and federal school improvement efforts as well as other agencies, services, and resources existing primarily for the good of children with disabilities.

Overall Strategy: Build ENRICH structure and capacity for sustainability within the ESA concept							
Correlate	Intended Audience	Person(s) Responsible	Objective	Actions	Timeline	Resources/ Budget	Documentation
D.	N/A	ENRICH Project Coordinators Coop Directors	Develop individual but collaborative professional development systems within and across ESA 6 & 7	1.Determine advisory, leadership and management team structure and accountability between ESA 6 and 7  2. Provide project management support across regions  3.Support and collaborate on individual strategies	10-15-04   Ongoing	Staff time/ travel/ per diem	Budget Meeting minutes Formal & informal dialogue Reflective data





D.	N/A	ENRICH Project Coordinators	Develop a system for collaboration and communication among ENRICH staff	1. Develop a schedule for regular project director and staff meetings 2. Develop electronic distribution lists 3. Develop a staff web site for archival documents 4. Conduct staff meetings	10-15-04 ↓ Ongoing	Staff time	Meeting calendar Website URL/contents Meeting agendas Meeting minutes
D.	Educators, administrators  Higher Ed,  Parents  Community Members	ENRICH Project Coordinators	Develop a system for collaboration and communication among ENRICH stakeholders	1. Identify potential advisory team members 2. Schedule regular advisory team meetings 3. Invite advisory team members to meetings 4. Conduct advisory team meetings	10-15-04 ↓ Ongoing	Staff time/travel  Travel for advisory team members	Meeting calendar Meeting agendas Meeting minutes
D.	Partner Projects  ENRICH Staff	ENRICH Project Coordinators  Partner Project Staff (Every Teacher,	Develop a system for collaboration and communication with partner projects to ensure that ENRICH information & strategies are embedded in current	1. Identify partner projects 2. Communicate with project leadership 3. Develop common dissemination and communication mechanisms	10-15-04 & ongoing ↓	Staff time/ travel/ per diem	Formal & informal dialogue Reflective data Dissemination/ Communication artifacts



		AIMS, etc)	& ongoing professional development opportunities	4. Coordinate workshop content & scheduling			
D.	Educators in ESA 6 & 7  Partner projects,  Other stakeholders	ENRICH Project Coordinators	Engage in information dissemination activities	1. Develop e-mail distribution lists 2. Develop an ENRICH Website 3. Develop print resources 4. Engage in personal and electronic information sharing meetings with district representatives	11-1-04 11-15-04 ↓	TIE Tech Staff 4 days  Print material development/ printing  Staff time/ travel/ per diem  DDN/VTEL time	Electronic artifacts  Website URL and content  Meeting agendas  Formal & Informal dialogue  Reflective data
A, B, C, D, E	ENRICH Staff	ENRICH Project Coordinators	Implement workplan activities	1. Ensure the consistency among project activities & events 2. Ensure that workplan activities align with state goals 3. Modify workplan to correspond with evolving needs and responsibilities among staff	10-1-04 & ongoing ↓	Staff time	Regional Workplan documents  State documents  RFP  Survey Results  Reflective data  Formal & informal dialogue  Staff schedules

